

TENTERDEN TOWN COUNCIL

Town Hall, 24 High Street, Tenterden, Kent. TN30 6AN

Website: www.tenterdentowncouncil.gov.uk
Telephone: 01580 762271




Email: townhall@tenterdentowncouncil.gov.uk
Facsimile: 01580 765647

22nd August 2017

INTERNAL COMMITTEE

Notice is given that a meeting of the **INTERNAL** Committee will be held in the Assembly Room at the Town Hall on **TUESDAY 29th AUGUST 2017** following a special meeting of the Town Council and a meeting of the Planning Committee which start at **7.00pm**.

All members are summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting.

 Phil Burgess, Town Clerk.

Councillors Serving: (1) H. Edwards (2) M. Hickmott, (3) R. Isworth (Vice-chair), (4) R. Knight, (5) Dr L. Lovelidge (Chair), (6) R. Lusty, (7) J. Nelson & (8) A. Sugden.
Substitutes in the event of members' absence: Cllrs M. Carter, Mrs S. Ferguson & C. Knowles.

AGENDA

1. **APOLOGIES FOR ABSENCE.**
2. **DECLARATIONS OF INTEREST.**
3. **MINUTES.** To consider and, if approved, confirm and sign the minutes and reports of the meeting held on 7th August 2017 as a correct record.
4. **MATTERS ARISING.**
5. **REPRESENTATION FROM MEMBERS OF THE PUBLIC.**
Members of the public may make personal representations at this meeting by giving written notice of a request to speak and indicating briefly the matter of interest or relevant agenda item to the Town Clerk or Deputy Town Clerk no later than 12 noon on the day of the meeting. Provided always that speakers are resident in a ward of the Council and, give their full name and address prior to speaking, the committee Chairman may (or may choose not to) invite individuals to speak at the relevant point in the meeting. Speeches may not exceed three minutes duration and speakers may not participate in any subsequent debate between committee members. At the Chairman's discretion, only one speech may be made in support of each side of any contentious issue.
6. **COUNCILLORS' QUESTIONS.**
At the Chairman's discretion, Councillors may ask a question about any item relevant to this committee that is not on the agenda. Every question shall be put and answered without discussion. An answer may take the form of a direct oral answer or reference to a Town Council publication. Where a reply cannot be conveniently given at this meeting, an oral or written answer may be circulated at a later date. All councillors present will be permitted to contribute to the debate on agenda items but only members of this committee will be permitted to vote.
7. **SUB-COMMITTEE & WORKING GROUP REPORTS.**
 - (a) Town Hall Focus Group. A report of the meeting on 9th August 2017 and to consider further guidance for the group. *
 - (b) Recreation Ground Focus Group. An update on the current situation.
 - (c) Staffing Committee A report of the meeting held on 24th August 2017.

8. **FINANCIAL REPORTS.** To approve the following financial reports for the 2017-18 year*:
 - (a) Payments List to 31st July 2017
 - (b) Bank reconciliation to 31st July 2017
9. **PEBBLES BUILDING.** To note a report from Cllr Nelson in response to a request from residents. *
10. **YEAR END AUDIT.** To note and approve the findings of the annual year end audit. *
11. **CAPITAL EXPENDITURE.** To note the classification of capital expenditure from the National Association of Local Councils (NALC). *
12. **PUBLIC ENGAGEMENT.** To elect the members of a sub-committee to investigate how the committee structure could be more inclusive. *
13. **TOWN CREST.** To consider a request to use the Town Crest on the headstone of a former Town Clerk. *
14. **MAINTENANCE FACILITY.** To note the response to a pre-planning application and the current position regarding the proposed facility at St Michaels recreation ground. *
15. **HEALTH & SAFETY.** A report on a recent visit by ABC's health and safety officer and actions taken to improve safety. *
16. **CHRISTMAS MARKET CASH HANDLING.** To consider a request from the organisers for the Town Council to control cash receipts and expenditure.*
17. **CORRESPONDENCE.** None
18. **MINOR MATTERS.** None
19. **ANY OTHER URGENT BUSINESS PREVIOUSLY NOTIFIED TO THE CHAIRMAN.**

No decision may lawfully be made under this item but matters which involve no more than an exchange of information may be discussed.

End.

**Attachments and tabled documents can be obtained from the Town Clerk's office or downloaded from www.tenterdentowncouncil.gov.uk.*